



City of Duluth

Application for Use of a Park Shelter

218 730-4320

Contact:		For Alcohol:	
Organization: none		Private	Non-Profit Bs/Co/Club
Address:		H Phone:	
City:	State:	Zip:	W Phone:
Date of Event:	Attendance:	C Phone:	
Type of Event:		Email:	
<u>Please plan your event so that your arrival and departure are within your allotted time slot.</u>			

Site: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Brighton Beach <i>(no water or electricity)</i></td><td></td></tr> <tr><td>Chambers Grove</td><td></td></tr> <tr><td>Chester Bowl</td><td></td></tr> <tr><td>Enger Park</td><td></td></tr> <tr><td>Leif Erikson Park</td><td></td></tr> <tr><td>Lester Park <i>(no water)</i></td><td></td></tr> <tr><td>Lincoln Park</td><td></td></tr> <tr><td>Alcohol Permit: <i>(please review attached policy)</i></td><td></td></tr> </table>	Brighton Beach <i>(no water or electricity)</i>		Chambers Grove		Chester Bowl		Enger Park		Leif Erikson Park		Lester Park <i>(no water)</i>		Lincoln Park		Alcohol Permit: <i>(please review attached policy)</i>		Time Slot: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>10am – 3pm</td><td></td></tr> <tr><td>4pm – 9pm</td><td></td></tr> <tr><td>10am – 9pm</td><td></td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Rose Garden</td><td style="text-align: center;">X</td></tr> <tr><td>Time:</td><td></td></tr> </table> <p>A permit for the Rose Garden gives you exclusive use of the gazebo; all other areas of the park remain open to the public; no tents or canopies; chairs are allowed only for the elderly or handicapped</p>	10am – 3pm		4pm – 9pm		10am – 9pm				Rose Garden	X	Time:		<ul style="list-style-type: none"> a permit allows you the exclusive use of the shelter or gazebo – all other areas of the park are still open to the public tents are not allowed; staking is not allowed; canopies may be used if they are stand-alone; a \$100 damage deposit will be required we only provide the space; you must make arrangements for anything else you may need if your permit requires a security officer for alcohol, a copy of your contract is required before a permit will be issued
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Your reservation payment is due on _____. PLEASE call if you decide to cancel.	
You must also read and sign the hold harmless form on the back page of this application.	
Applicant Signature:	Date:

For office use only:	
Shelter Fee: \$	Date Received: _____ By: _____
Alcohol Permit: \$	Amount Paid: _____
Total Fee: \$	Check # _____ Cash: _____
Rose Garden: # of time slots _____	Receipt # _____
Total Fee: \$	Canopy Deposit _____
	Key Deposit _____
	Deposit(s) Returned _____

EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Contact Signature

Organization

Please return this form and fees to:

**Parks & Recreation Division
12 East Fourth Street
Duluth MN 55805**

Please Note:

- Advance reservations not paid within five (5) days of event will be charged a \$25 late fee.
- Late reservations, made within five (5) days of event, will be charged an additional \$25 fee.
- Changes to a reservation requiring that a new permit be issued, will be charged an additional \$25 processing fee.

**ALL FEES AND PERMITS
ARE NON-TRANSFERABLE
AND NON-REFUNDABLE.**

Rose Garden Rules and Regulations

DO NOT MAIL THESE BACK!! THESE ARE YOURS!!

A permit is required for any event to be held in the Rose Garden

1. Reservations will only be taken for events to be held from Memorial Day weekend through September 30.
2. The permit secures the exclusive use of the gazebo area only and does not give exclusive use of the park. No amenities or special arrangements are provided - regardless of the type of event.
3. Wedding receptions are not allowed.
4. Reservations will be cancelled if payment is not received by the due date on your application or within two weeks of making your reservation.
5. Reservations are made for specific times - the space is not yours until your reservation time begins, so please plan accordingly. This is especially important for wedding ceremonies in the Rose Garden.
6. All reservations are final after the permit has been issued - so please be sure of your date and time. If you make changes to your reservation requiring that a new permit be issued, you will be asked to pay an additional \$25 fee.
7. The park is equipped with 110 volts electrical outlets; 220 volts are not available in the park system. Multiple electrical items may cause overloads on the power source. Electrical boxes are located in the shrub beds along the east side of the park; there are numerous green power boxes with plug-ins on the back.
8. Tents or canopies are not allowed.
9. The contact person is responsible for the safe conduct of all those attending the event and for clean up, including decorations and other items brought into the park. All trash must be disposed of properly.